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Commonwealth of Pennsylvania
Kutztown State College
Kutztown, Pennsylvania

C O N S T I T U T I O N
for
The Faculty Senate

Revised to February 3, 1977

ARTICLE I. THE FACULTY SENATE

Section A. Purpose

The purpose of the Faculty Senate is to function as a representative body of the faculty as a whole in taking formal action on such proposals and matters of business as traditionally require action by the entire faculty.

ARTICLE II: MEMBERSHIP

Section A. Composition

1. Member Ex Officio

The Vice-President for Academic Affairs shall be a member ex officio and shall enjoy all the rights and privileges of a senator.

2. Members Elected by Units

a. Senators shall be elected by the following major units of the college:

(1) Academic Faculty

(2) Administrative Faculty

This unit will consist of two groups, (a) administrative and academic affairs, and (b) student affairs, with a member elected from each group.

(3) Management

b. Each department shall be entitled to elect one senator provided that the department comprises at least four (4) members. (Departments that do not meet this minimum shall seek an alignment and petition the Senate for approval.)

3. Members Elected At Large

- a. A number of senators not to exceed one-third (1/3) of the total membership elected by the three major units shall be elected at large.
- b. Procedures for nomination and election of members at large shall be bound by the following regulations:
 - (1) Nominating for senator at large shall take place after the election of unit representatives.
 - (2) Each academic department, each of the administrative faculty groups, and the management unit may nominate two candidates--one from within, one from without.
 - (3) Nominees for the ballot at large may include tenured members of the faculty and management.
 - (4) The Executive Committee of the Faculty Senate shall receive all such nominations, shall prepare a ballot of all nominees, and shall put the ballot to the vote among all constituents of the Senate.
 - (5) Senators elected at large shall be subject to the same rules governing terms in office and shall enjoy the same rights and privileges as senators elected as unit representatives.

Section B. Eligibility

Membership in the Faculty Senate with the exception of the ex officio member shall be restricted to those members of the faculty and management who have rendered five or more years of service to or who now have a continuing contract at Kutztown State College. Where a department entitled to be represented in the Faculty Senate shall have no eligible person, that department shall elect a representative who may attend Faculty Senate meetings, enter into discussions, and perform all other acts permitted to representatives except to make and second motions and vote. Where a representative to the Faculty Senate is unable to attend a meeting or meetings for reasons acceptable to the Faculty Senate, that person may designate another member of that unit or department to act with the full rights and responsibilities of the originally elected representative.

Section C. Implementation of Election of Faculty Senators

1. By March 15 units will elect senators to replace unit representatives whose terms expire in the following September. These names will be forwarded to the Secretary of the Faculty Senate.

2. By April 10 each academic department, each administrative group, and the management unit may name two nominees for senator at large. One nominee for each such unit will be from within the unit and one will be from outside.
3. By April 18 the Senate officers will submit a primary list of nominees for senator at large to the constituents of the Senate. Each voter will select three nominees and number them by preference. The primary ballot will be returned to the officers of the Senate who will then draw up the final list of nominees as follows:
 - a. Each nominee on the primary ballot will be credited with three points for a first place vote, two points for a second place vote, and one point for a third place vote.
 - b. Names will be ranked by points.
 - c. The final ballot will contain the names of the highest ranking primary nominees who have consented to be candidates, twice as many as the number of senators to be elected at large that year.
4. By April 30 the final ballot will be sent to the constituents of the Senate who will vote for half the candidates listed on the ballot and will return the ballot to the officers of the Senate. No indication of preference will be made.
5. The senators at large will be those receiving the highest number of votes. Vacancies during the term for which the election was held, either temporary or permanent, will be filled by selecting in order of descending rank the remaining nominees on the final ballot.

Section D. Officers

1. A Chairperson, a Vice-Chairperson, and a Secretary shall be selected annually, each elected by majority vote by the Faculty Senate from the Senate membership. This election shall be conducted at the first meeting of the academic year.
2. The Chairperson shall be the principal executive officer and shall have such powers as are appropriate to the office: preside at meetings, call special meetings, appoint members of Senate committees, and prepare the agenda as provided herein. The Chairperson shall also be ex officio a member of all Senate committees and shall chair the Executive Committee of the Senate.
3. The Chairperson of the Senate shall have the discretionary right to call emergency meetings of the Faculty Senate.
4. The Vice-Chairperson in the absence of or at the request of the Chairperson shall substitute for the Chairperson, and shall be ex officio a member and Vice-Chairperson of the Executive Committee.

5. The Secretary shall perform the usual functions of such office and shall be ex officio a member and Secretary of the Executive Committee.

Section E. Term of Membership

1. Representatives of the Faculty Senate from the academic departments, the administrative faculty groups, and the management unit shall be elected for terms of two years by the affirmative vote of a majority of the people they represent. Elections shall be conducted at times specified in ARTICLE I, Section C. Terms shall commence on the first day of the first semester of the academic year following election and shall continue until the final day of the second academic year of the elected term.
2. To provide continuity of membership, half of the departmental members of the Faculty Senate will be elected each year.
3. No elected member shall serve more than two consecutive terms as a member of the Faculty Senate except in such instances as there may not be another qualified member in that immediate constituency.
4. Vacancies in elected membership shall be filled by election within the constituency concerned at its meeting next following the vacancy.

ARTICLE III. MEETINGS

Section A. Regular Meetings

Regular meetings shall be held on a schedule to be prepared annually by the Faculty Senate at the first meeting of each academic year, such meeting to be held within three weeks after the beginning of the academic year but not before one week's notification of the meeting shall be published.

Section B. Special Meetings

Special meetings shall be held at the call of the Chairperson. Notice of every special meeting shall be given to members of the faculty and management at least one week in advance of such meeting. Such notice shall set forth the time and place of the meeting and items of business to be considered.

Section C. Faculty Meetings

The Faculty Senate by majority of the members may call meetings of the entire constituency whenever deemed necessary.

Section D. Quorum

A quorum for any meeting of the Faculty Senate shall consist of two-thirds of the full membership.

ARTICLE IV. OPERATION

Section A. Rights and Duties

1. It shall be the duty of the Faculty Senate to take action in the name of its full constituency in such areas and matters not forbidden by law or administrative regulations.
2. The Executive Committee shall determine those policy matters to be placed before the entire Senate for its opinion. Matters of a confidential/personnel nature and those pertaining to collective bargaining agreements with the exception of curriculum shall be exempt.
3. It shall be the duty of the Faculty Senate to establish a list and determine the function of all committees within its jurisdiction.
4. It shall be the right of the Faculty Senate to refuse to consider any matter which, in the opinion of the group, is either outside the province of its authority or unworthy of its consideration.
5. It shall be the right of the Chairperson of the Faculty Senate to appoint necessary nominating committees or ad hoc committees to investigate matters under Senate jurisdiction. Ad hoc committees may be drawn from the full constituency of the Senate.
6. It shall be the duty of the Faculty Senate to report in writing any decisions made or final action taken to the groups or individuals that originate problems for consideration.
7. Proceedings and decisions of the Faculty Senate shall be recorded in a minute book and copies of the minutes distributed to each member of the faculty and management.

Section B. The Executive Committee

1. There shall be an Executive Committee of the Faculty Senate composed of the elected officers of the Senate, the President of the College, and the Vice-President for Academic Affairs.
2. The Executive Committee shall exercise whatever interim powers are delegated to it by the Faculty Senate. The Executive Committee shall also exercise the full power of the Senate in emergency situations as identified by the President of the College. Every action taken by the Executive Committee shall be reported by the Chairperson to the Faculty Senate at its next meeting.

ARTICLE V. RULES OF ORDER

Section A. Routine

The rules contained in Robert's Rules of Order shall govern the Senate in all cases where they are applicable.

Section B. Special

1. Individuals may appear before the Faculty Senate to ask questions about or to request interpretations of academic policy which involves them personally, provided that they first shall have explored the regular channels of inquiry without satisfaction and have obtained permission of the Executive Committee.
2. Voting in the Faculty Senate may be by secret ballot when requested by a member.

Section C. Agenda

1. The Chairperson, in consultation with the Executive Committee, shall prepare the agenda for regular meetings. The agenda shall include any matter requested in writing by three or more members of the Senate two weeks prior to a meeting. Committee reports to be considered by the Senate, resolutions to be debated, and the agenda shall be sent to each Senate member at least one week prior to any meeting.
2. Items of business not on the published agenda may be considered only if accepted for discussion and action by a two-thirds majority vote of the members of the Faculty Senate present.

Section D. Resolutions

Resolutions, except as otherwise specified, may be passed by a majority vote of members present.

Section E. Amendments

The Constitution of the Faculty Senate may be amended in two ways:

1. An amendment may originate within the Faculty Senate and become part of the Senate rules, providing the proposed amendment shall have a three-fourths majority of the entire Senate at the regular meeting following initial presentation.
2. An amendment may originate within the Senate constituency by a petition signed by twenty percent of the entire group, providing the proposed amendment shall have a two-thirds majority vote of the entire faculty and management. The Senate shall call a full faculty meeting for such a vote in accordance with ARTICLE III, Section C.

ARTICLE VI. STANDING COMMITTEES

Section A. Standing Committees of the Faculty Senate

To help deal with matters that come before the Faculty Senate, the following standing committees shall be created:

Committee on Student Affairs
Committee on Academic Affairs
Committee on Faculty Affairs
Committee on Curriculum Affairs

Section B. Rules Governing Standing Committees

1. To create the four committees, the Chairperson of the Faculty Senate shall have senators indicate the committee on which they prefer to serve and then have the Executive Committee appoint senators to committees in accord with their preferences.
2. Each committee shall elect its own chairperson.
3. Meetings of the standing committees shall be open to all senators by virtue of their office and to other persons by invitation of the committee chairperson.

Section C. Responsibilities of Standing Committees

The standing committees shall be subject to the following regulations:

1. Proposals may be referred to the standing committees by action of the Faculty Senate or its Executive Committee.
2. Action recommended by standing committees shall be approved by the Senate as a whole and the President of the college before such action is binding.